Ministry Of Petroleum Resources: DPR Implementation Trucking Policy User Manual

Department of Petroleum Resources (DPR)

Abstract

The Automated Trucking System is an application targeted at handling the monitoring and management of petroleum products transportation and allocation process right from the depot to the delivery point in every area of the country. The process is broken down thus: transportation guideline, registration guideline, registration form (inclusive of trucks, depots and stations), logout and administrator login that handles Registrations (inclusive of trucks, depots and stations), Product Dispatch, Manage Stations, Manage Depots, Record/data Management (inclusive of Daily dispatch records, Monthly dispatch records, and Truck identity check), report generation as well as technology deployed.

Danjuma Kwetishe Joro

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How to Get to DPR Trucking Policy Website

- Make sure you are connected to the Internet whenever you want to make use of the **DPR trucking policy.** Once you are ***connected to the internet***, double on any of the under listed ***image icons:***

Figure 1.0 Google Chrome Browser

Figure 1.1 Mozilla Firefox Browser

Figure 1.2 Microsoft Internet Explorer Browser

- Once you have ***double Clicked to open*** a browser of your choice, type www.dprtruckingpolicy.com into your address bar as shown in ***Figure 1.3.***

Tips: ***The choice of whatever kind of browser you would like to use depends on you and on the kind of computer that you have access to.***

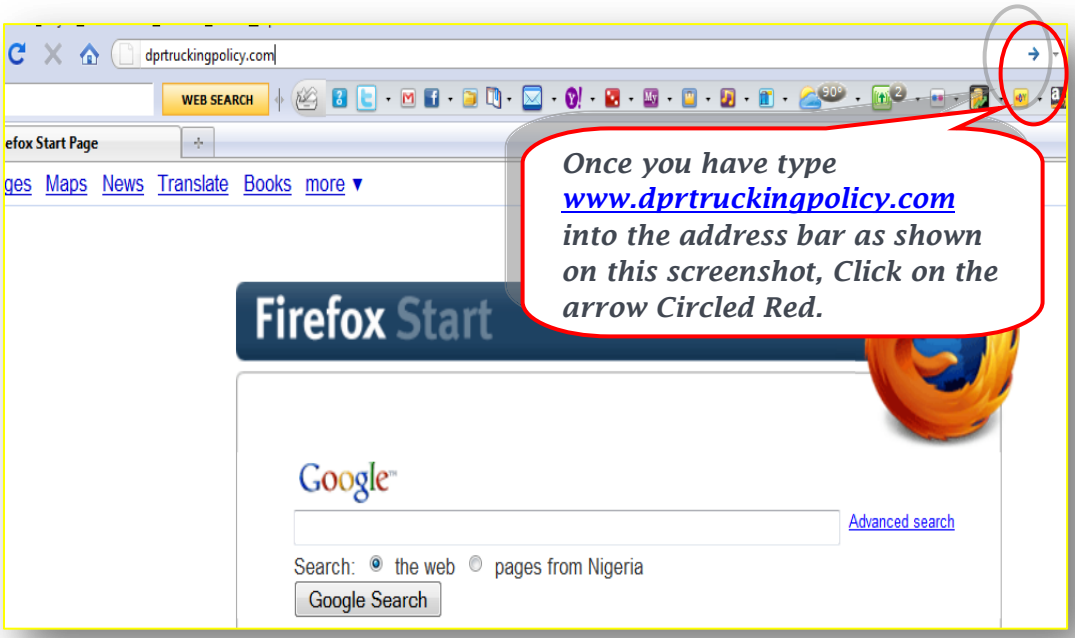

dprtruckingpolicy.com
WEB SEARCH
efox Start Page
ges Maps News Translate Books more
Once you have type www.dprtruckingpolicy.com into the address bar as shown on this screenshot, Click on the arrow Circled Red.
Firefox Start
Google
Advanced search
Search: the web pages from Nigeria
Google Search

Figure 1.3: Using Mozilla Firefox to access www.dprtruckingpolicy.com

- Once you ***hit the arrow Circled Red*** as shown in ***Figure 1.3***, the resulting sample screenshot in ***Figure 1.4 (a) and Figure 1.4 (b)*** will be displayed.

Tips: *It is important to understand that the application runs on the web. Therefore it makes use of your system (computer) full screen to display the application. The screenshot are therefore segmented into* **Figure 1.4 (a) & Figure 1.4 (b).**

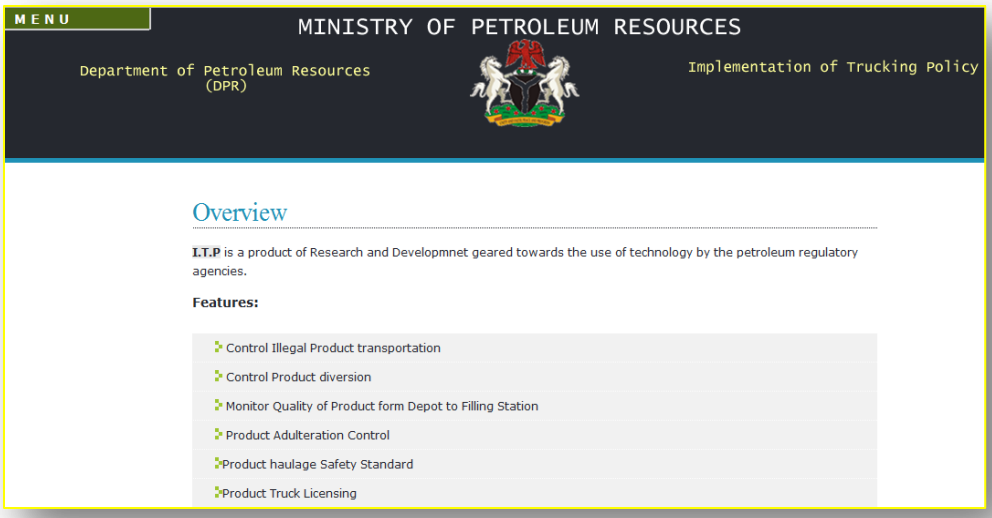

MENU
MINISTRY OF PETROLEUM RESOURCES
Department of Petroleum Resources (DPR)
Implementation of Trucking Policy
Overview
I.T.P is a product of Research and Developmnet geared towards the use of technology by the petroleum regulatory agencies.
Features:
Control Illegal Product transportation
Control Product diversion
Monitor Quality of Product form Depot to Filling Station
Product Adulteration Control
Product haulage Safety Standard
Product Truck Licensing

Figure 1.4 (a) Overview Screenshot

Tips: ***The homepage you are on now (Figure 1.4 (a) & Figure 1.4 (b) gives you an Overview of what Implementation Trucking Policy is all about.***

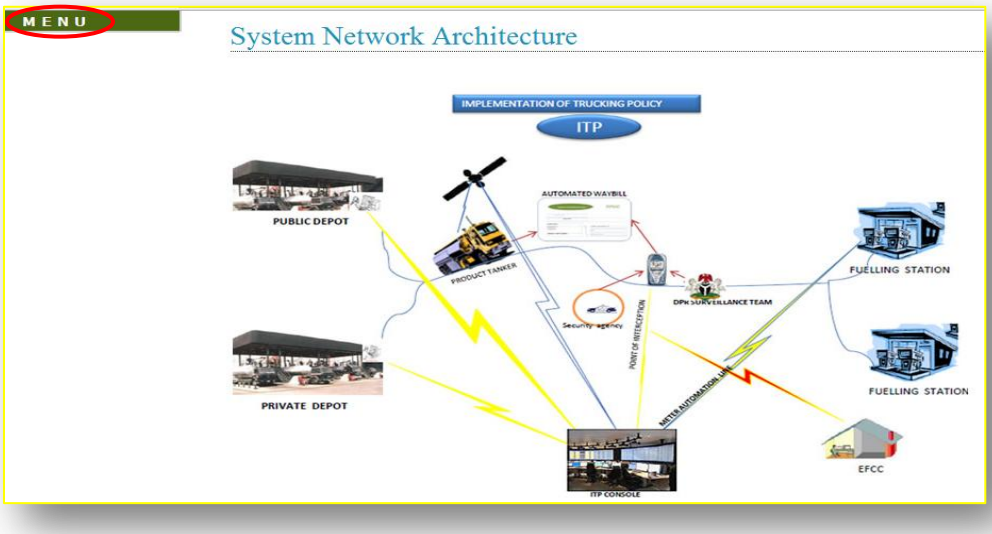


Figure 1.4 (b) System Network Architecture

- After you must have read through the entire ***Overview*** that you were introduce to when you successfully opened the website (www.dprtruckingpolicy.com), ***Click on Menu Circled Red*** as shown in ***Figure 1.4 (b).*** The resulting sample screenshot in ***Figure 1.5*** will be displayed showing you all the available ***Modules (Sections/Segments)*** of the application ***(Implementation Trucking Policy (ITP)).***

Tips: **The petroleum transportation guidelines and procedures stated in the application and documented in the manual analyzed the guidelines and procedures into;**

a. **Purpose of Transportation Guidelines and Procedures**
b. **Scope of Transportation Guidelines and Procedures**
c. **License to Transport Petroleum in Bulk**

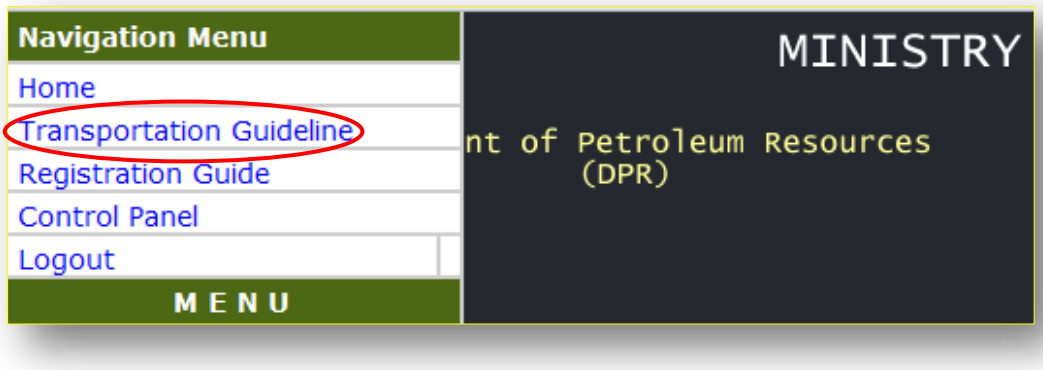


Figure 1.5 website home page

Tips: Once you Click on Home Button, you will remain on the same page that has Opened Up.

Petroleum Transportation Guidelines and Procedures

The application made available specific guidelines and procedures for ***transporting Petroleum Products in Bulk and Petroleum Product Operations*** across the Nigeria. These guidelines and procedures stated under the ***Transportation Guidelines and Procedures is in accordance with the provision of the Law of the Nation.*** It is pertinent that you read carefully in detail what is required of you as an ***individual or organization in term of transporting petroleum products in bulk across the Nation as well as the operation of the petroleum product transportation.***

Purpose of Petroleum Transportation Guidelines and Procedures

These ***guidelines and procedures*** issued in accordance to the ***provisions of Sections 55 and 72 to 87 of the Petroleum Regulations 1967 Cap 350 of the laws of the Federation of Nigeria 1990.*** The rule clearly specifies:

- Procedures for granting of license for transportation of Petroleum in bulk.
- Guidelines for ensuring that there exist at all times exclusive premises (Garage) for parking of trucks, safe and acceptable mode of operation of trucks on the highways. ***In order to gain access*** to this section of the applications in order to study the transportation guidelines and procedures in detail before ***embarking on the transportation of petroleum product in bulk across the Nation, Click on Transportation Guideline Circled Red*** as shown in ***Figure 1.5.*** The resulting sample screenshot will be displayed as shown in ***Figure 2.0.***

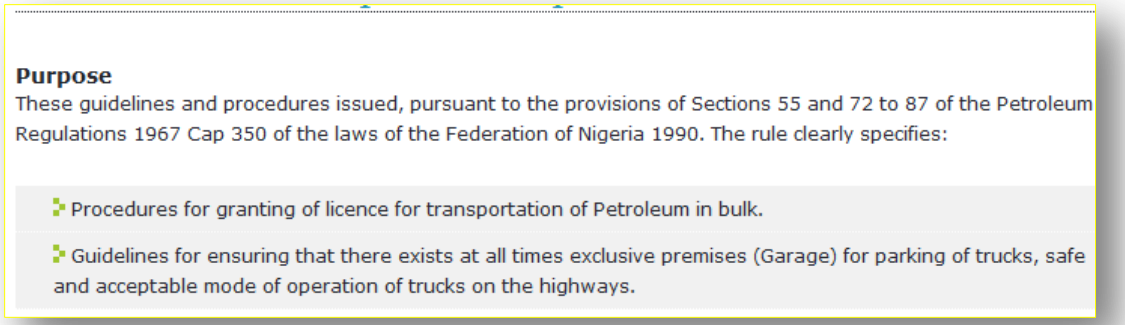

Purpose
These guidelines and procedures issued, pursuant to the provisions of Sections 55 and 72 to 87 of the Petroleum Regulations 1967 Cap 350 of the laws of the Federation of Nigeria 1990. The rule clearly specifies:
Procedures for granting of licence for transportation of Petroleum in bulk.
Guidelines for ensuring that there exists at all times exclusive premises (Garage) for parking of trucks, safe and acceptable mode of operation of trucks on the highways.

Figure 2.0 (a) Purpose of Transportation Guidelines and Procedures

Scope of Petroleum Transportation Guidelines and Procedures

There is need to always define boundary to any provision of the Law and to what limit shall the User of the Law exercise their power. Therefore, the application has also provided the ***Scope of the Petroleum Transportation Guidelines and Procedures.*** The provisions of the guidelines and procedures according to the Provision of the Law as stated in ***Sections 55 and 72 to 87 of the Petroleum Regulations 1967 Cap 350 of the laws of the Federation of Nigeria 1990*** **shall apply to the transportation of petroleum in bulk in the Federal Republic of Nigeria.** To be able to access this specific feature on the application, ***Click on the Transportation Guideline Button Circled Red*** as shown in ***Figure 1.5.*** See the resulting sample screenshot as shown in ***Figure 2.1.***

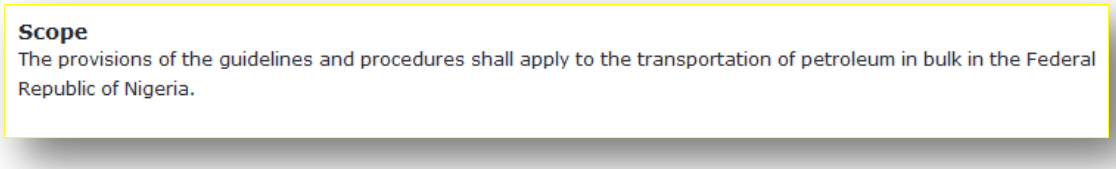

Scope
The provisions of the guidelines and procedures shall apply to the transportation of petroleum in bulk in the Federal Republic of Nigeria.

Figure 2.1 (b) Scope of Transportation Guidelines and Procedures

License to Transport Petroleum Product in Bulk

There are spelled out rules on how an individual shall be License before embarking on the ***Petroleum Product Transportation.*** It further stated thus:

- No person shall ***Transport Petroleum in bulk*** by road except in a tank vehicle (truck) which shall be licensed by ***the Department of Petroleum Resources (DPR) under the provisions of the Petroleum Act 1967 Cap 350 of the laws of the federation of Nigeria 1990.***
- ***Transport of Petroleum Product in bulk*** by road shall be only by means of tank vehicles of a design approved and licensed by the ***Department of Petroleum Resources.***

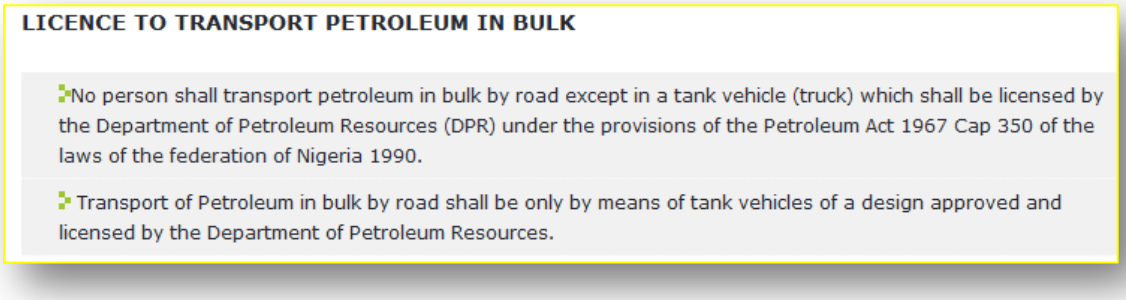

LICENCE TO TRANSPORT PETROLEUM IN BULK
No person shall transport petroleum in bulk by road except in a tank vehicle (truck) which shall be licensed by the Department of Petroleum Resources (DPR) under the provisions of the Petroleum Act 1967 Cap 350 of the laws of the federation of Nigeria 1990.
Transport of Petroleum in bulk by road shall be only by means of tank vehicles of a design approved and licensed by the Department of Petroleum Resources.

Figure 2.2 Licenses to Transport Petroleum in Bulk

It further emphasized the requirement needed for a Tank Vehicle to be licensed. It states that; a tank vehicle shall be ***licensed on the fulfillment*** of the following:

a. **Mechanical System Requirements**

- Break System Condition
- Tyres Condition
- Availability of necessary mechanical fitting / fixtures
- Tank shell thickness (mm)
- Complete Tool Box

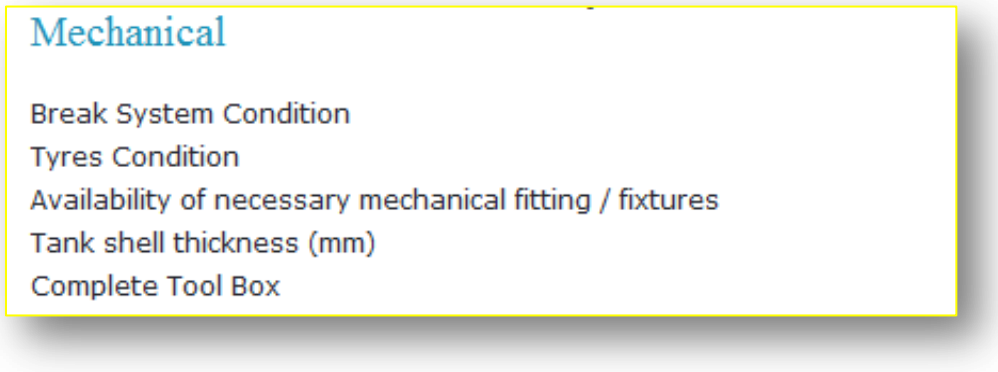


Figure 2.3 (a) Mechanical Requirements

b. **Safety Requirements**

- Horns
- Lighting
- C-Caution
- Fire Extinguisher
- High Inflammable Notice
- Manhole
- Ladder
- Exhaust spark arrestor

Figure 2.3 (b) Safety Requirements

c. **General Requirements**

- Condition of vehicle
- Leakage
- Colour Code
- Condition of tank

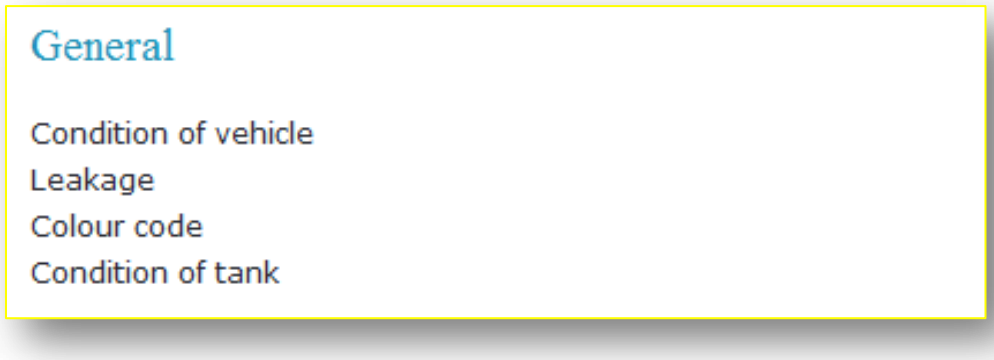


Figure 2.3 (c) General Requirement

d. **Premises / Garages Requirements**

- Availability
- Secured / fenced
- Provision of fire extinguisher
- Absences of naked fire
- Absences of high tension cable
- Availability of competent truck manager
- Absences of combustible materials e.g. grass, weeds.

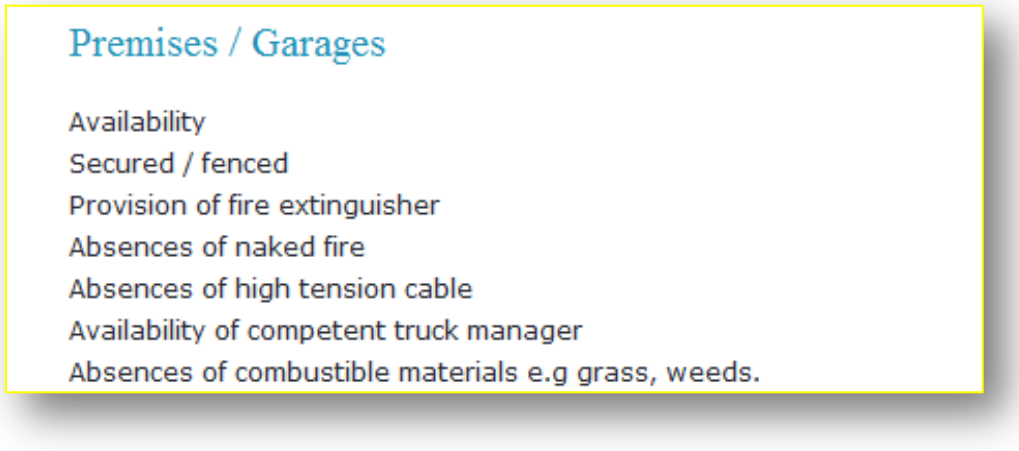

Premises / Garages
Availability
Secured / fenced
Provision of fire extinguisher
Absences of naked fire
Absences of high tension cable
Availability of competent truck manager
Absences of combustible materials e.g grass, weeds.

Figure 2.3 (d) Premises/Garages Requirements

e. **Payment for Registration Plate and Trucking Register**

Having satisfied all the conditions above and truck is certified fit for purpose, the DPR shall complete registration procedure and truck owner shall pay the sum of ***Ten Thousand Naira Only (N10,000:00)*** in cash at the ***DPR Zonal Office*** for the provision of a ***DPR tank registration plate and trucking register.*** In the event where a truck does not qualify to be registered and licensed for ***Transporting Petroleum in Nigeria***, the ***DPR***

team shall convey reason for not registering the truck to the applicant in writing as soon as possible.

Payment for Registration Plate and Trucking Register
Having satisfied all the conditions above and truck is certified fit for purpose, the DPR shall complete registration procedure and truck owner shall pay the sum of Ten Thousand Naira Only (N10,000:00) in cash at the DPR Zonal Office for the provision of a DPR tank registration plate and trucking register.
In the event where a truck does not qualify to be registered and licensed for Transporting Petroleum in Nigeria, the DPR team shall convey reason for not registered the truck to the applicant in writing as soon as possible.

Figure 2.3 (e) Payment for Registration Plate and Trucking Register

f. ***Changing of Type of Petroleum to carry in Truck***

The Petroleum product being conveyed by a truck could be ***changed by obtaining, filling and submitting an application for the change at DPR offices.*** The application is filed after the tank has been flushed of the previous Petroleum/Petroleum product.

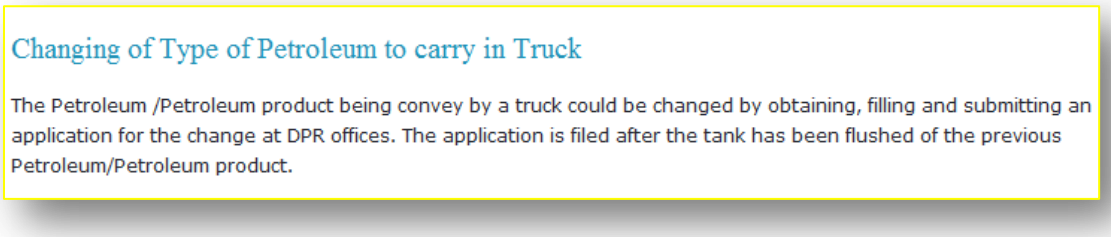

Changing of Type of Petroleum to carry in Truck
The Petroleum /Petroleum product being convey by a truck could be changed by obtaining, filling and submitting an application for the change at DPR offices. The application is filed after the tank has been flushed of the previous Petroleum/Petroleum product.

Figure 2.3 (f) Changing of Type of Petroleum to Carry in Truck

g. **Change of Engine Truck**

Change of Engine of the truck should be ***communicated to DPR*;** giving all details for appropriate documentation.

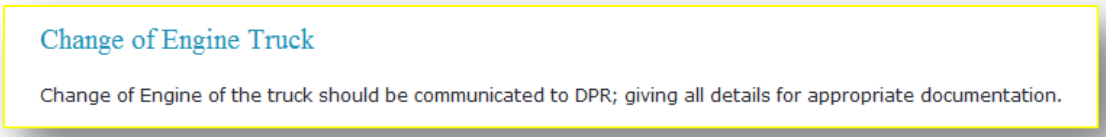

Change of Engine Truck
Change of Engine of the truck should be communicated to DPR; giving all details for appropriate documentation.

Figure 2.3 (g) Change of Engine Truck Requirements

h. **Accident Tank**

Tanks can only be ***re-licensed a maximum of two times for reasons of accidents.*** Truck whose tanks have been involved in accident more than ***two times*** cannot be licensed.

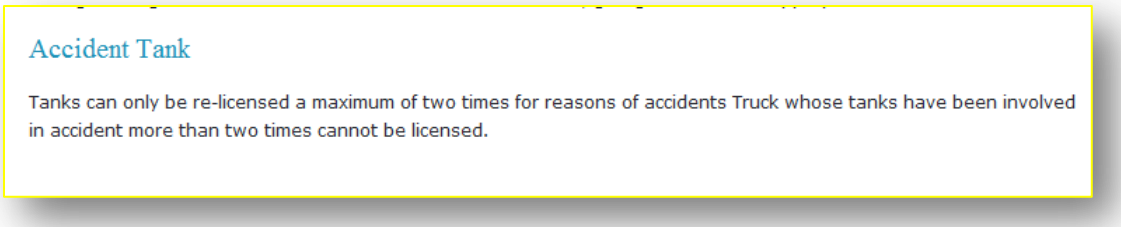

Accident Tank
Tanks can only be re-licensed a maximum of two times for reasons of accidents Truck whose tanks have been involved in accident more than two times cannot be licensed.

Figure 2.3 (h) Accident Tank Requirements

Tips: ***Figure 2.3 (h)*** *is the last screenshot under Transport Guideline as a Module.*

Petroleum Transportation Registration Guideline

The ***application (DPR Implementation of Trucking Policy)*** provides also the ***Petroleum Transportation Registration Guidelines.*** You are required to carefully read through the entire ***registration guidelines*** before embarking on registration on the website or preferable read the entire guideline thoroughly before allowing any other person preferably ***data entry personnel to handle the registration on your behalf.*** To access this feature and read the registration guideline, Click on Registration Guidelines Circle Red as seen in Figure 3.0.

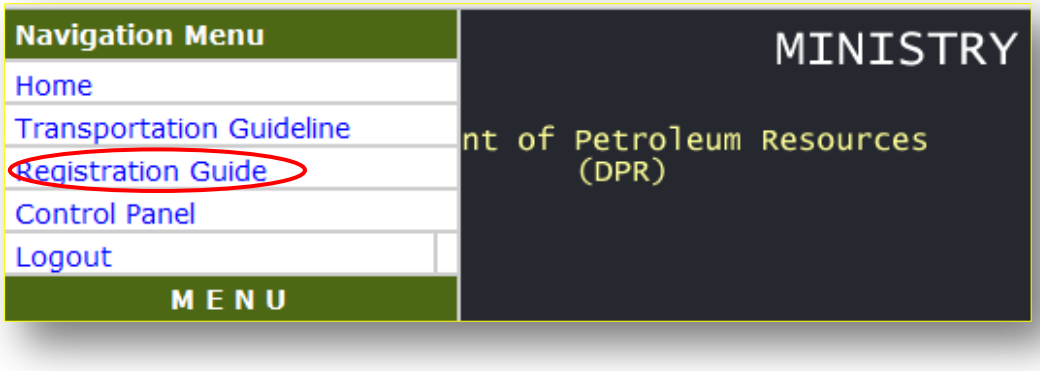
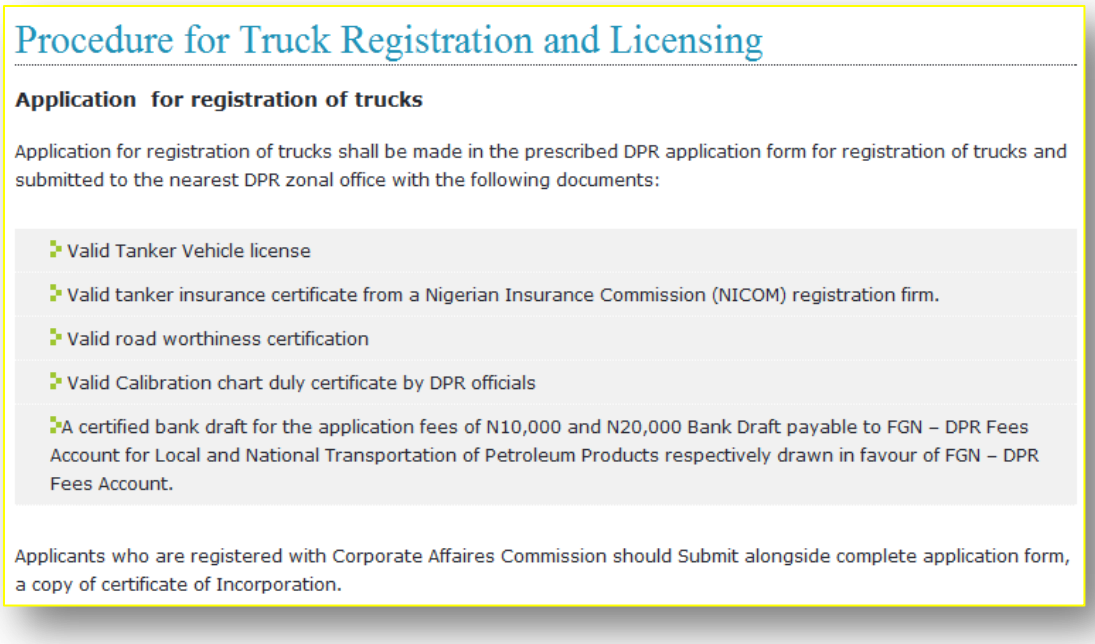


Figure 3.0 Registration Form Circled Red

Application for Registration of Truck

The format in which the ***application for registration of truck*** is to be done is also outline in the ***Registration Guideline.*** To access this feature on the application and read about the ***application format for registering Truck, Clicked on the Registration Guide Circled Red*** as shown in ***Figure 3.0***, the resulting sample screenshot in ***Figure 3.1*** will be display.



Procedure for Truck Registration and Licensing

Application for registration of trucks

Application for registration of trucks shall be made in the prescribed DPR application form for registration of trucks and submitted to the nearest DPR zonal office with the following documents:

- Valid Tanker Vehicle license
- Valid tanker insurance certificate from a Nigerian Insurance Commission (NICOM) registration firm.
- Valid road worthiness certification
- Valid Calibration chart duly certificate by DPR officials
- A certified bank draft for the application fees of N10,000 and N20,000 Bank Draft payable to FGN – DPR Fees Account for Local and National Transportation of Petroleum Products respectively drawn in favour of FGN – DPR Fees Account.

Applicants who are registered with Corporate Affaires Commission should Submit alongside complete application form, a copy of certificate of Incorporation.

Figure 3.1 Procedures for Truck Registration and Licensing

Fitness for Purpose Inspection of Truck

The ***application also includes in the Registration Guideline thus***: All truck to be registered and licensed for the ***purpose of transportation Petroleum in Nigeria*** shall meet a minimum prescribed ***technical and safety starderd***. A ***DPR inspection team*** shall visit the garage where tanker truck is parked on schedule on completion form to conduct an inspection of the tanker trucks to confirm the following items ***available, functional and fit for purposes:*** To see the sample screenshot displaying these guidelines, ***Click on Registration Guideline Circle Red*** as shown in ***Figure 3.0.*** See the resulting sample screenshot in ***Figure 3.2*** specifying the Minimum requirement for a truck to be registered.

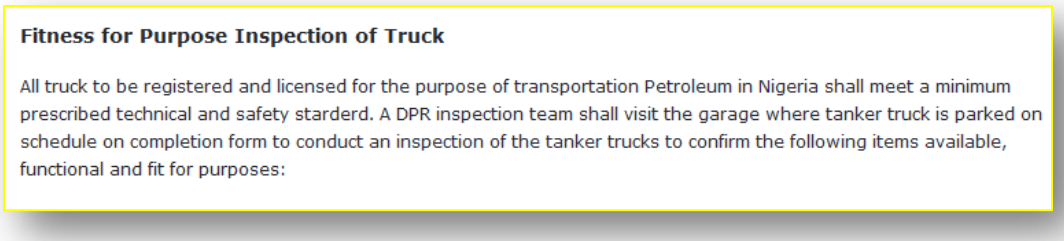

Fitness for Purpose Inspection of Truck
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Figure 3.2 Fitness for Purpose Inspection of Truck

- To see the ***Minimum requirement*** as specified by the Screenshot in ***Figure 3.2,*** Read through the individual requirements as ***enumerated:***

a. **<u>Mechanical System Requirements</u>**

- Break System Condition
- Tyres Condition
- Availability of necessary mechanical fitting / fixtures
- Tank shell thickness (mm)
- Complete Tool Box

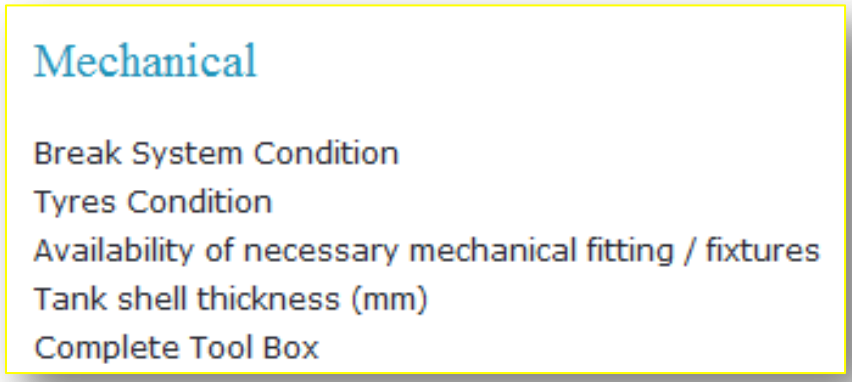

Figure 3.2 (a) Mechanical Requirements

b. **Safety Requirements**

- Horns
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- C-Caution
- Fire Extinguisher
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- Manhole
- Ladder
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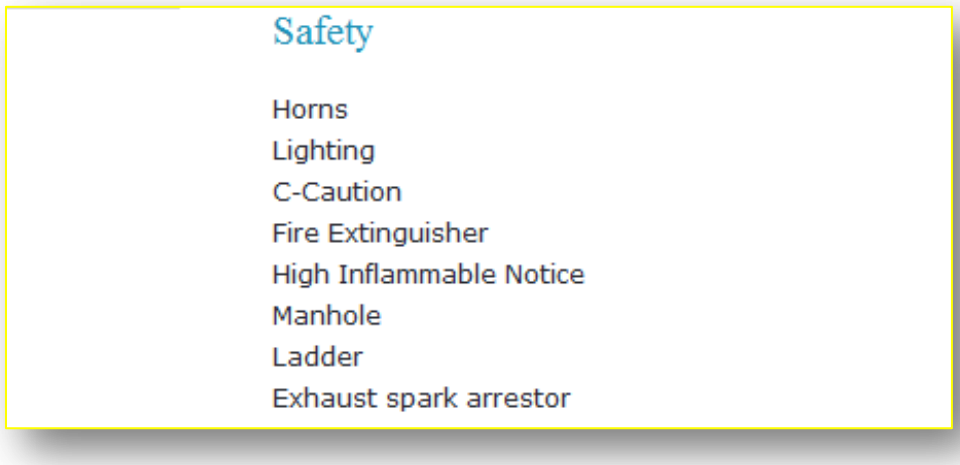


Figure 3.2 (b) Safety Requirements

c. **General Requirements**

- Condition of vehicle
- Leakage
- Colour Code
- Condition of tank

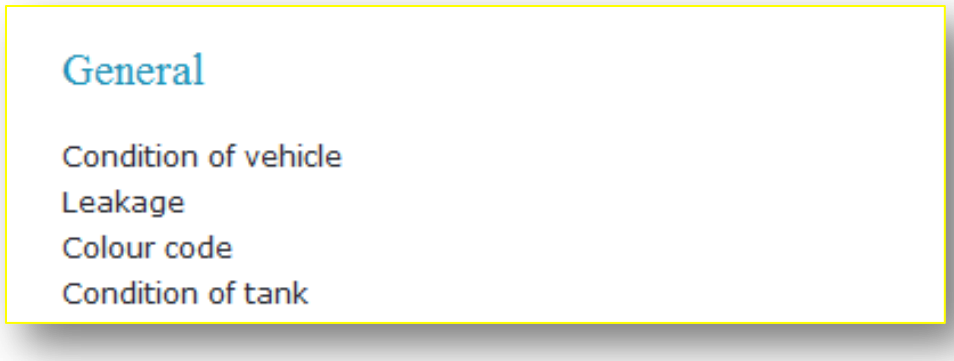
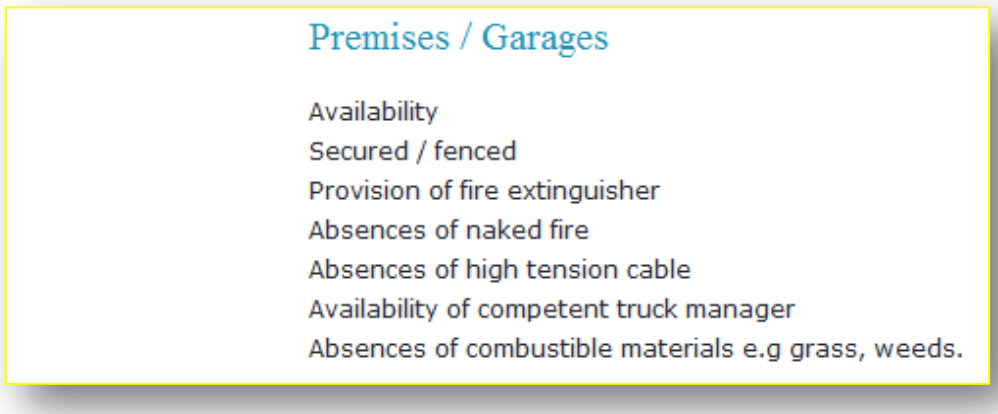


Figure 3.2 (c) General Requirements

d. **Premises / Garages Requirements**

- Availability
- Secured / fenced
- Provision of fire extinguisher
- Absences of naked fire
- Absences of high tension cable
- Availability of competent truck manager
- Absences of combustible materials e.g. grass, weeds.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e. **Payment for Registration Plate and Trucking Register**

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In the event where a truck does not qualify to be registered and licensed for ***Transporting Petroleum in Nigeria***, the ***DPR team*** shall convey reason for not registering the truck to the applicant in writing as soon as possible.

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In the event where a truck does not qualify to be registered and licensed for Transporting Petroleum in Nigeria, the DPR team shall convey reason for not registered the truck to the applicant in writing as soon as possible.

Figure 3.2 (e) Payment for Registration Plate and Trucking Register

f. ***Changing of Type of Petroleum to carry in Truck***

The Petroleum product being conveyed by a truck could be ***changed by obtaining, filling and submitting an application for the change at DPR offices.*** The application is filed after the tank has been flushed of the previous Petroleum/Petroleum product.

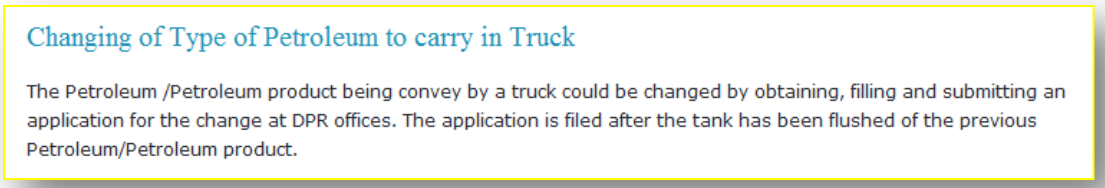
Changing of Type of Petroleum to carry in Truck
The Petroleum /Petroleum product being convey by a truck could be changed by obtaining, filling and submitting an application for the change at DPR offices. The application is filed after the tank has been flushed of the previous Petroleum/Petroleum product.

Figure 3.2 (f) Changing of Type of Petroleum to carry in Truck

g. **Change of Engine Truck**

Change of Engine of the truck should be ***communicated to DPR*;** giving all details for appropriate documentation.

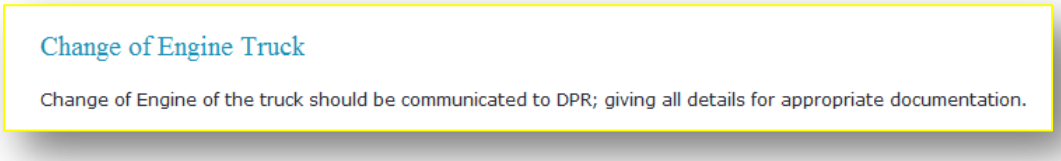
Change of Engine Truck
Change of Engine of the truck should be communicated to DPR; giving all details for appropriate documentation.

Figure 3.2 (g) Change of Engine Truck

h. **Accident Tank**

Tanks can only be ***re-licensed a maximum of two times for reasons of accidents.*** Truck whose tanks have been involved in accident more than ***two times*** cannot be licensed.

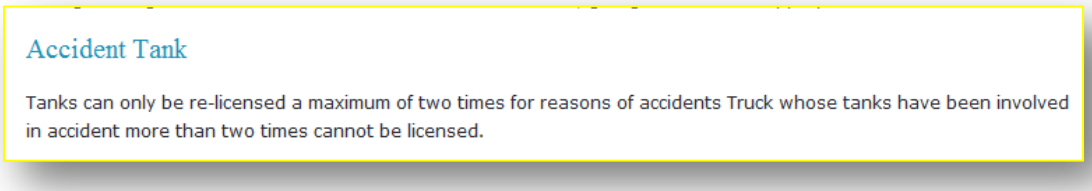
Accident Tank
Tanks can only be re-licensed a maximum of two times for reasons of accidents Truck whose tanks have been involved in accident more than two times cannot be licensed.

Figure 3.2 (h) Accident Tank

Registration Form

Every ***truck driver registers with the system by filling a form upon a purchase of a scratch card from any of the DPR regional offices National wide***, they are both ***submitted at the administration offices*** where a desk officer does the ***data entering OR the registrants*** buys scratch card and go online, enter the ***scratch card PIN, fill out the registration form online by themselves and Click Submits.*** For the few ***Truck Drivers*** that are uneducated, they have been provided with the choice of ***buy Scratch, Fill the Form*** while allowing the ***Data Entry Operator*** to handle the ***Data Entry activities.***

- In order to successfully access this feature on the application, all you need do is, ***Click on Registration Button Circled Red*** as shown in ***Figure 4.0.***

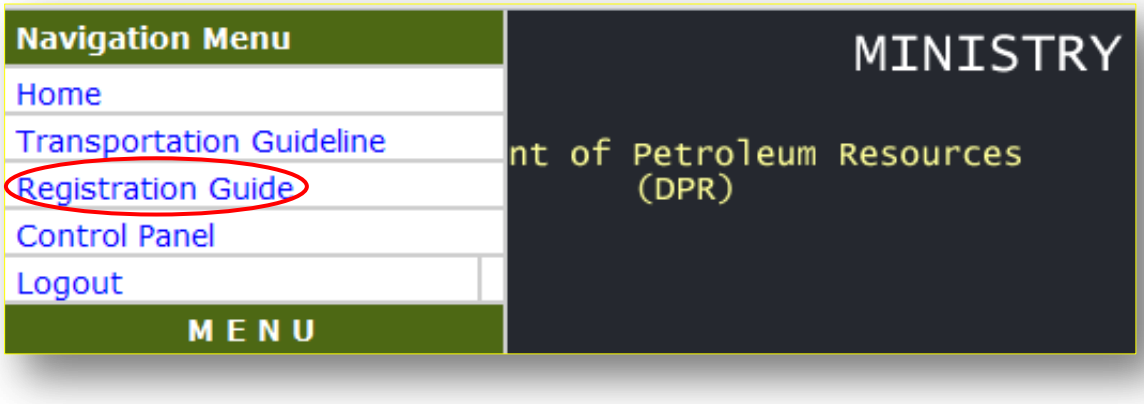

Figure 4.0 Registration Guide Circled Red

- Once you ***Click on the Registration Guide Button Circled Red*** as shown in ***Figure 4.0***, you will be taken to the sample screenshot of an empty Form that is yet to be filled as shown in ***Figure 4.1.***

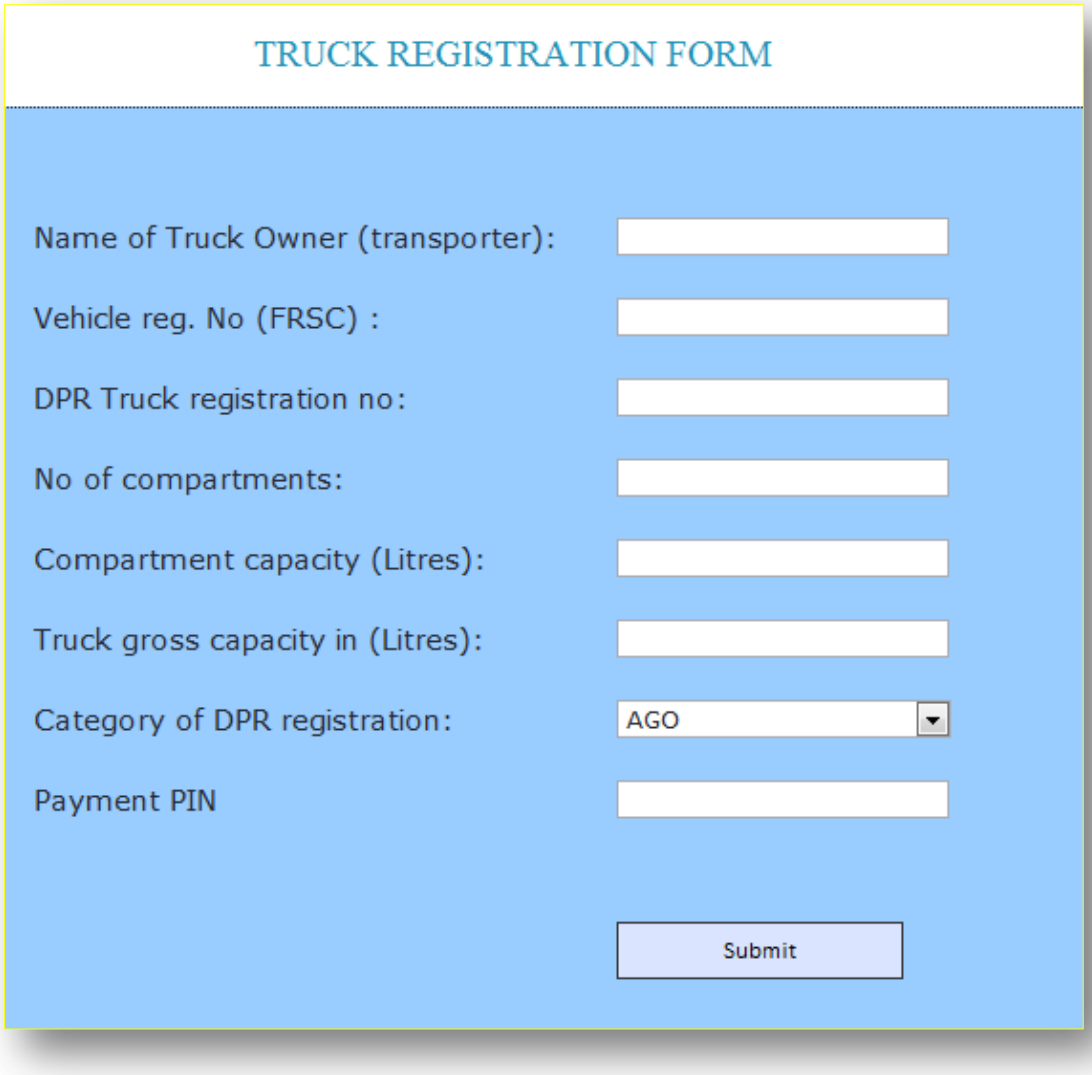

Figure 4.1 Empty Registration Form

- Once you are presented with an ***empty registration*** as seen in ***Figure 4.1*** all that is required of you is to ***fill in all fields***. When you are done filling in all the fields, your form will look like the sample screenshot in ***Figure 4.2.***

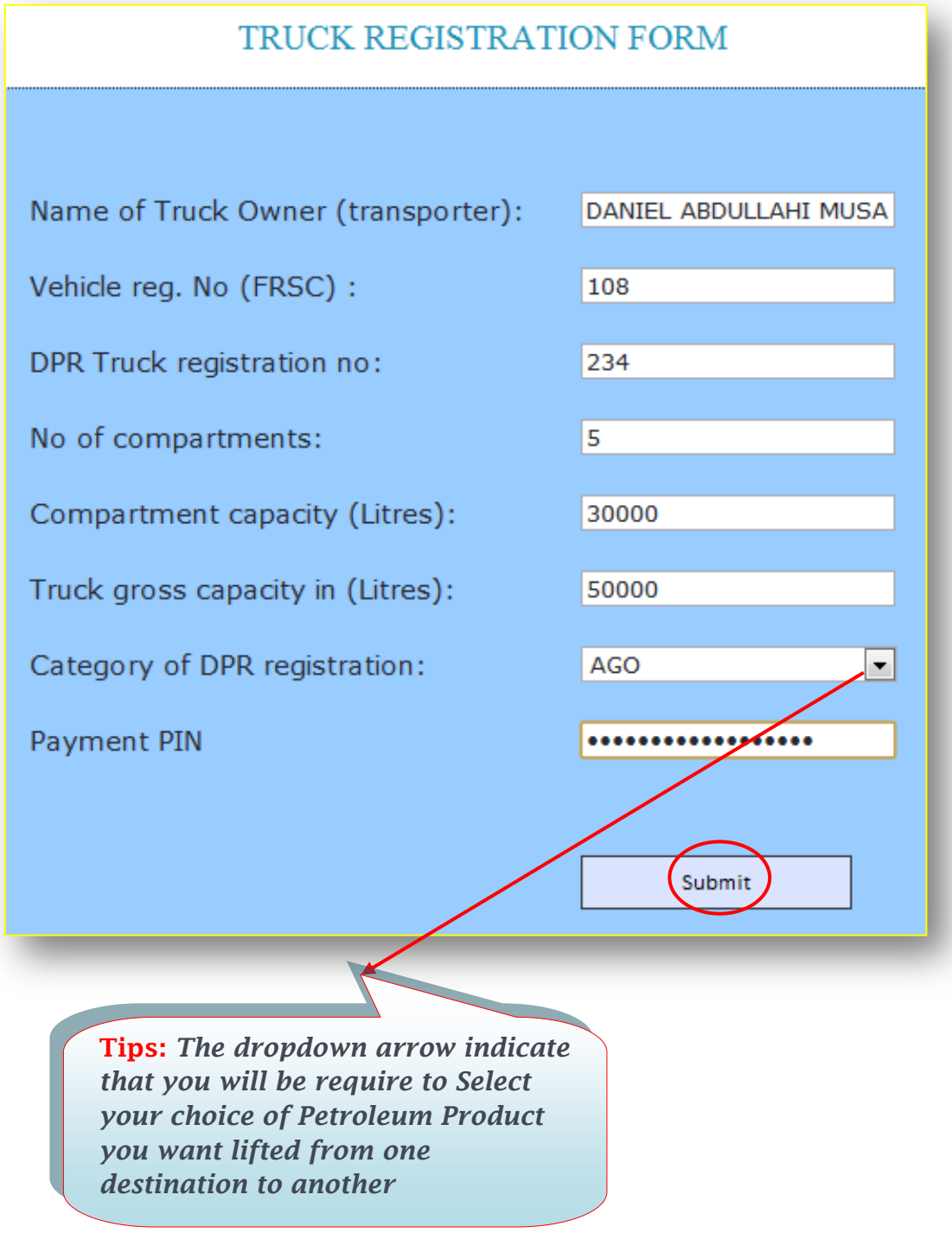

Figure 4.2 Filled Registration Form awaiting Submission

- Now that you have seen your ***inputted data waiting for the Submission Button Circled Red*** as shown in ***Figure 4.2*** to be hit, ***Click on the Submit Button*** and see your resulting sample screenshot in ***Figure 4.3.***

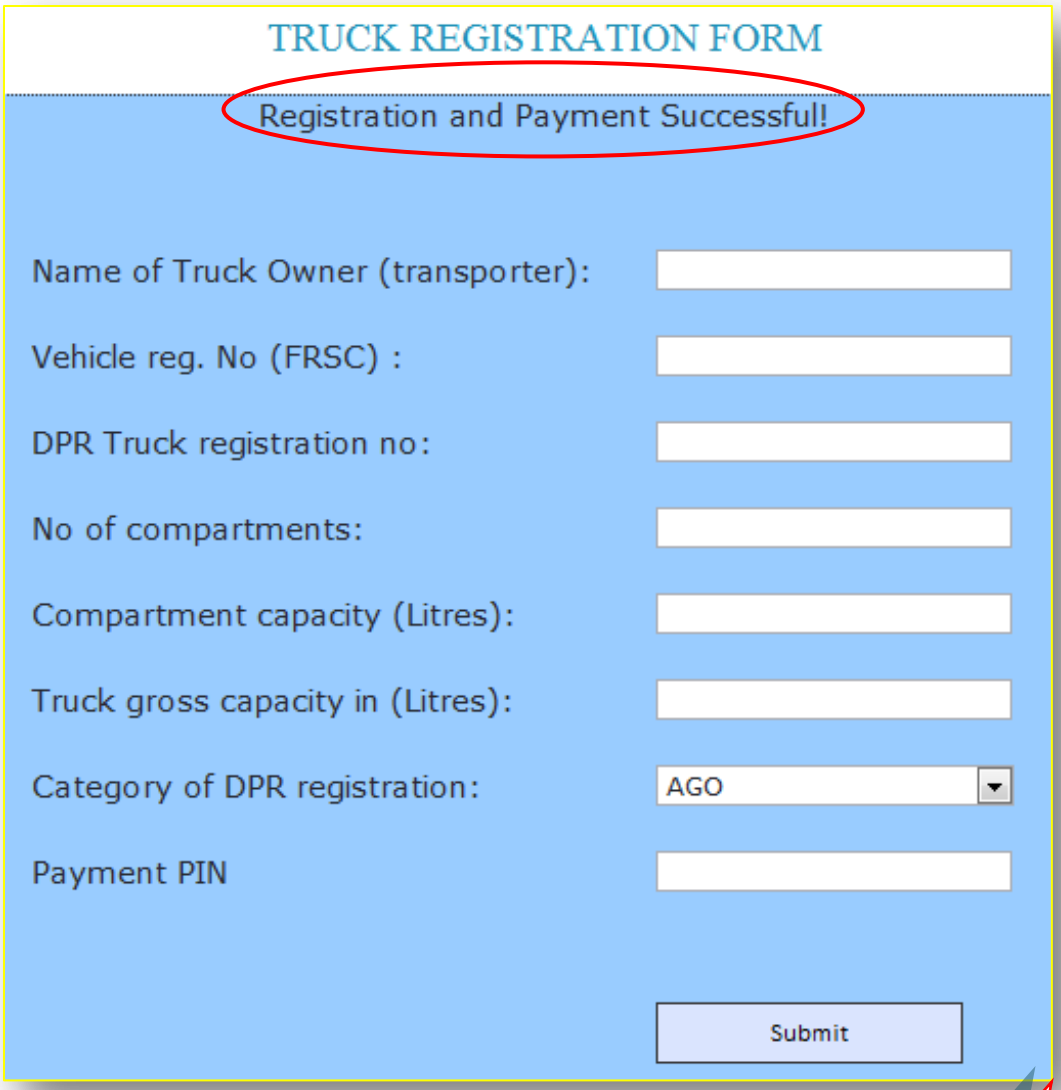

Figure 4.3 Registration and Payment successful Screenshot.

Tips: ***this sample screenshot show that your registration and payment has been done successfully. You can choose to register another User again or Exit the Page. This screenshot is the last of this section.***

- Sometimes you might discover that you have entered the wrong ***Scratch Card PIN (Personal Identification Number) or attempt to reuse a Scratch Card PIN (Personal Identification Number)*** to register another person, the application will flag up the error message as shown in ***Figure 4.4.***

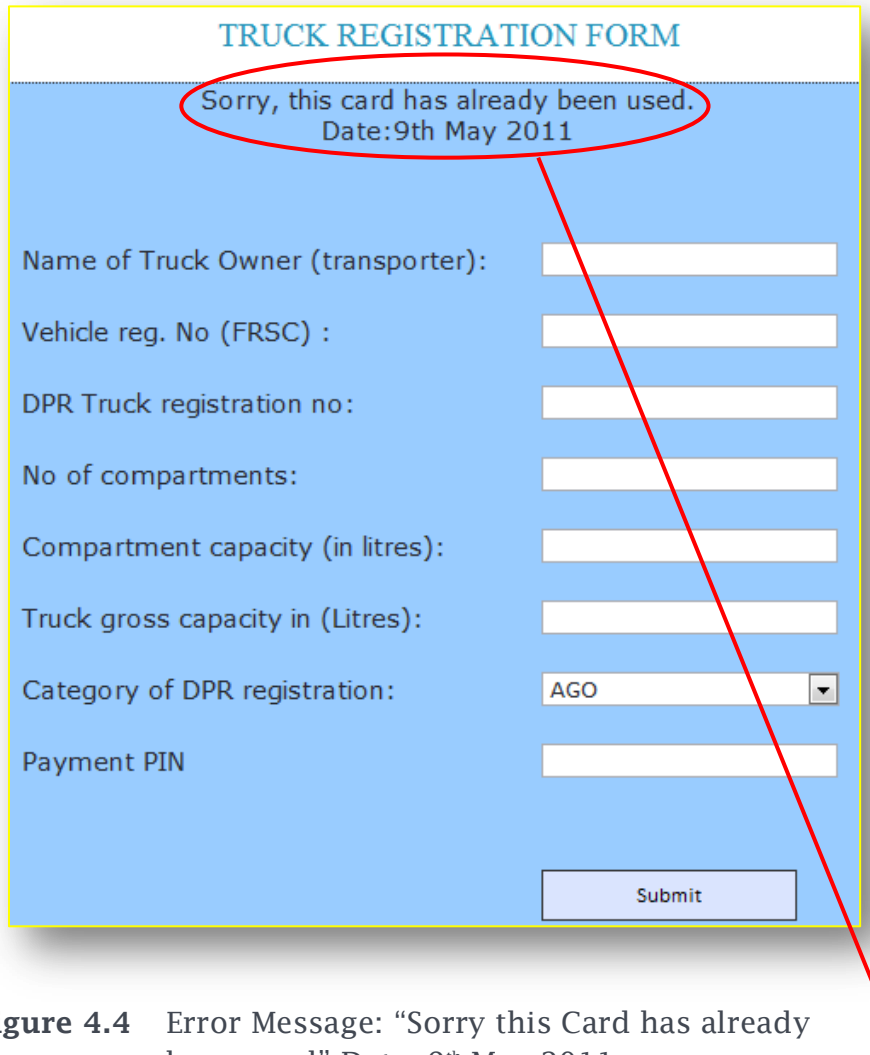

Figure 4.4 Error Message: "Sorry this Card has already been used" Date: 9th May 2011.

Tips: *The circle red and the directional arrow shows you error message flagged when a user try to re-use a Card PIN.*

Petroleum Transportation Administrator Login

- The ***administrator login*** screen is mainly used by the ***Data Entry Operator*** when ***registering user of the application that are unable to register*** on the ***Online Application***. To access this feature on the application, ***Click on Menu and Select Administrator Login from the dropdown List Circled Red*** as shown in ***Figure 5.0.***

Figure 5.0

- Once you have ***Clicked on Administrator Login Button Circled Red*** as shown in ***Figure 5.0,*** you will be taken to the sample display screenshot as shown in ***Figure 5.1.***

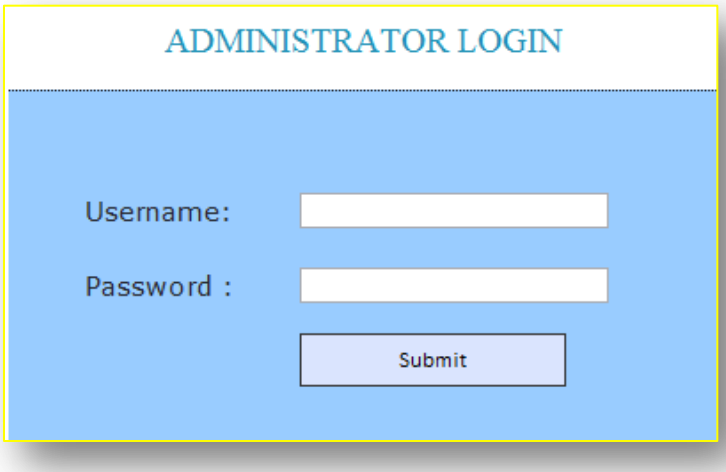

Figure 5.1 Administrator Login Page

Tips: *As an* ***Administrator (Data Entry Operator or Staff),*** *you will be given* **System DBA (database administrator) Privileges** *in form of* ***User Name and Password*** *which you will supply to the* ***Administrator Login*** *Screen in order to gain access into the* ***System and Register Users.***

- Input your ***UserName and Password*** as shown in ***Figure 5.1***, the resulting sample screenshot in ***Figure 5.2*** will be display.

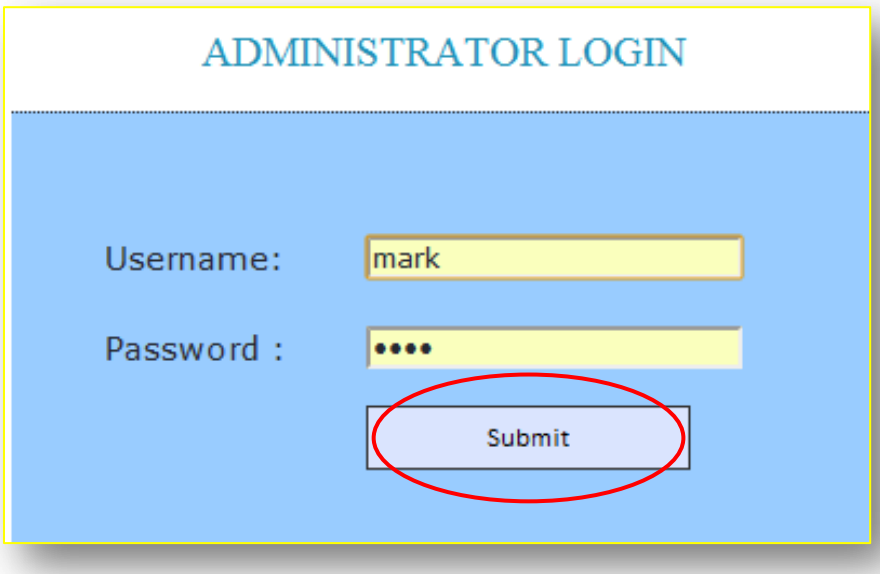

Figure 5.2 Administrator Login Screen

- Once you are done ***Inputting your Username and Password***, ***Click on the Submit Button Circled Red*** as shown in ***Figure 5.2.*** See the resulting sample screenshot as shown in ***Figure 5.3.***

Figure 5.3 Administrator Control Panel

Tips: *This Administrative Control Panel consists of five modules right from Registration through to Records and Data Management.*

Registration Form

Every ***truck driver registers with the system by filling a form upon a purchase of a scratch card from any of the DPR regional offices National wide***, they are both ***submitted at the administration offices*** where a desk officer does the ***data entering OR the registrants*** buys scratch card and go online, enter the ***scratch card PIN, fill out the registration form online by themselves and Click Submits.*** For the few ***Truck Drivers*** that are uneducated, they have been provided with the choice of ***buy Scratch, Fill the Form*** while allowing the ***Data Entry Operator*** to handle the ***Data Entry activities.***

- In order to successfully access this feature on the ***Administrator Control Panel***, all you need do is, ***Click on Registration Button Circled Red*** as shown in ***Figure 5.3.***

Figure 5.3 Registrations Circled Red

- Once you ***Click on the Registrations Button Circled Red*** as shown in ***Figure 5.3***, you will be taken to the sample screenshot of an empty Form that is yet to be filled as shown in ***Figure 5.4.***

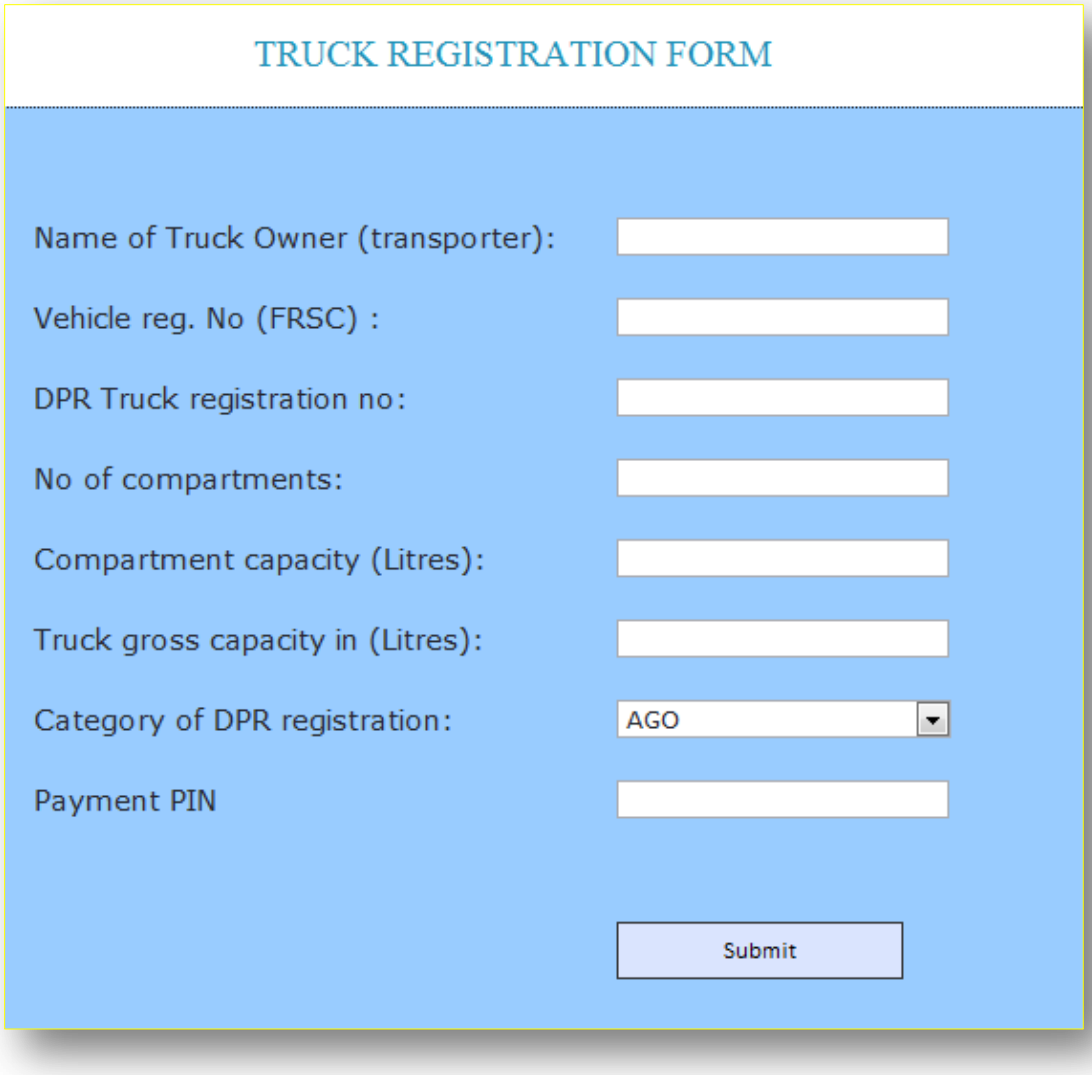

Figure 5.4 Empty Registration Form

- Once you are presented with an ***empty registration*** as seen in ***Figure 5.4*** all that is required of you is to ***fill in all fields***. When you are done filling in all the fields, your form will look like the sample screenshot in ***Figure 5.5.***

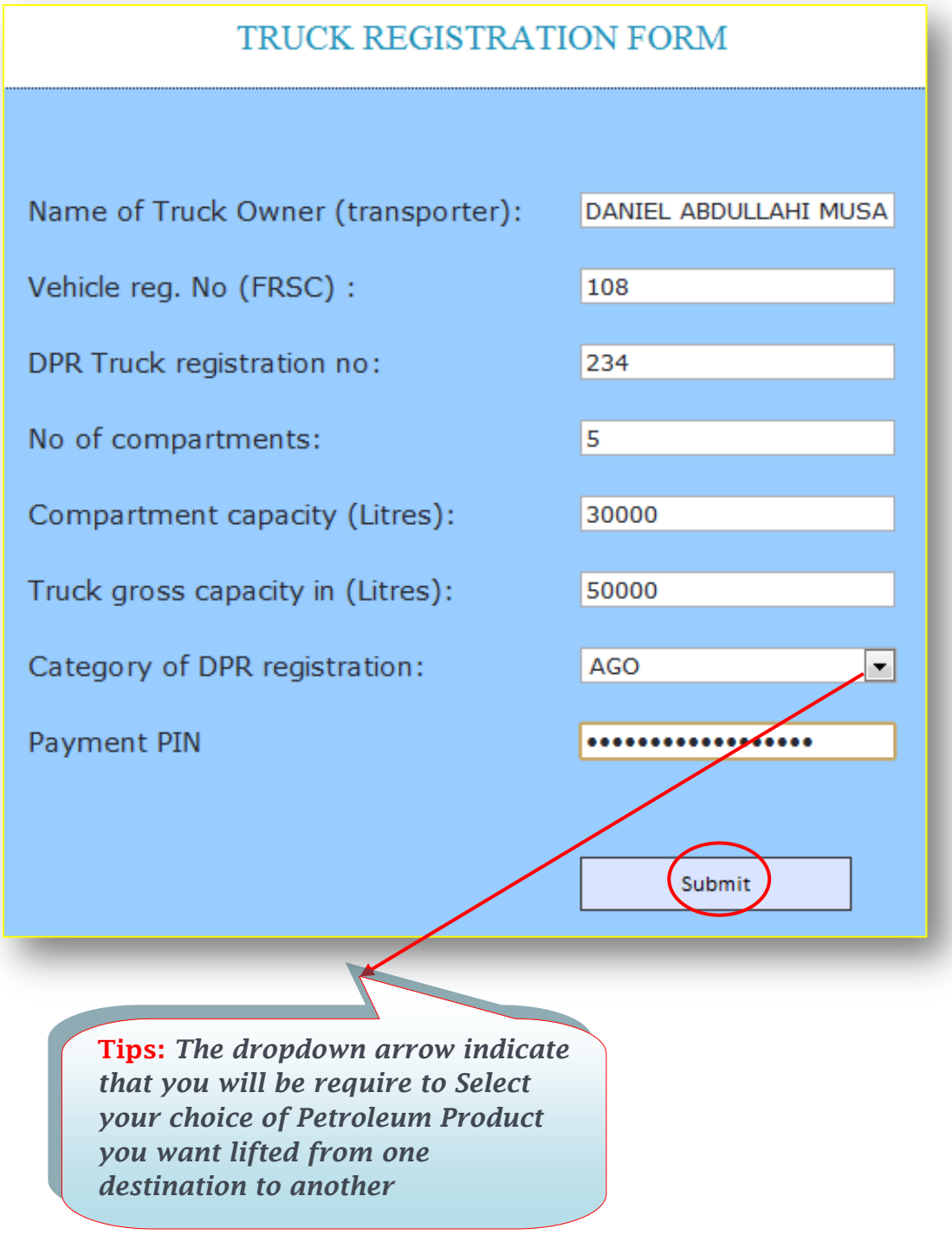

Figure 5.5 Filled Registration Form awaiting Submission

- Now that you have seen your ***inputted data waiting for the Submission Button Circled Red*** as shown in ***Figure 5.5*** to be hit, ***Click on the Submit Button*** and see your resulting sample screenshot in ***Figure 5.6.***

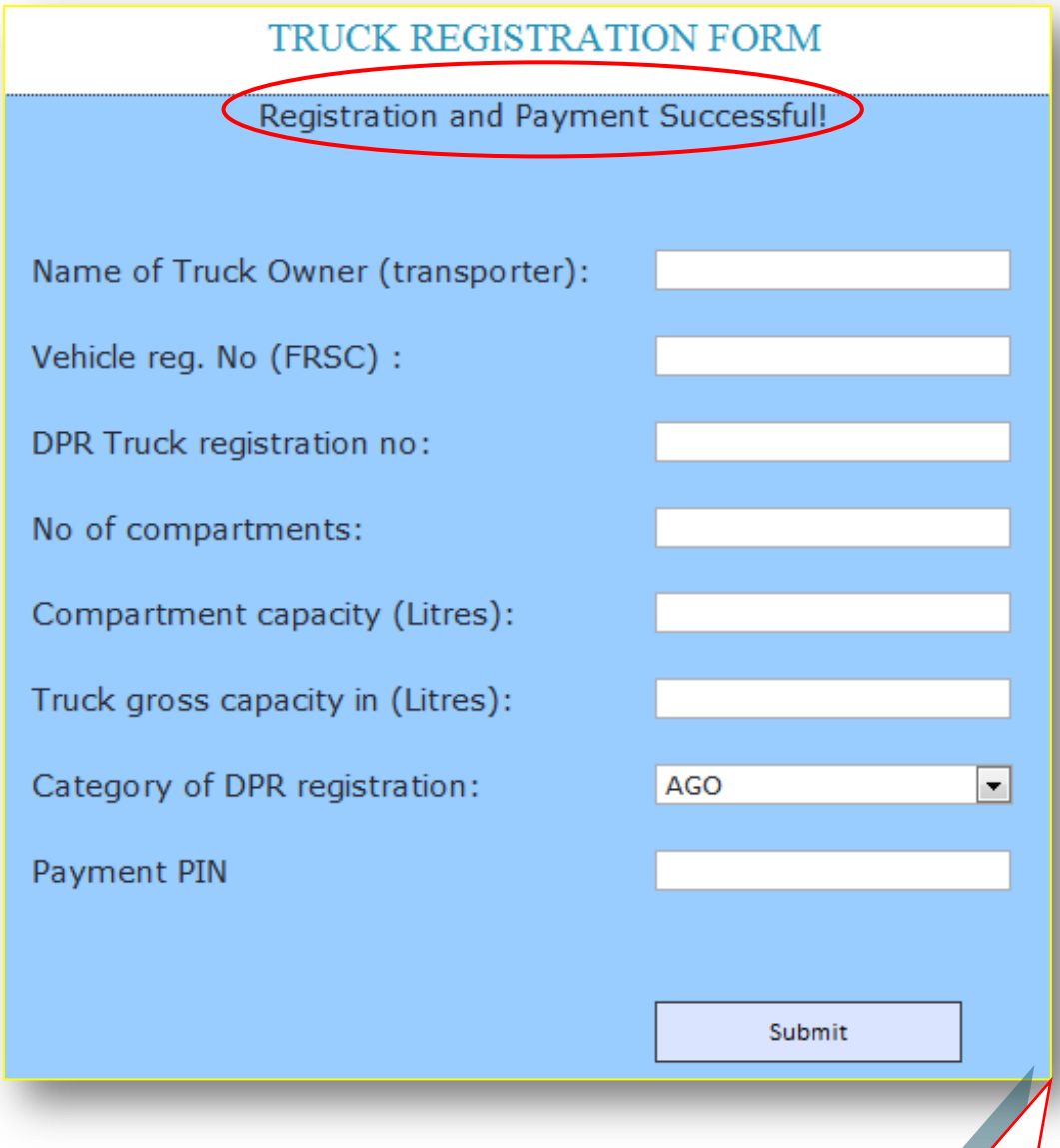

Figure 5.6 Registration and Payment successful Screenshot.

Tips: ***this sample screenshot show that your registration and payment has been done successfully. You can choose to register another User again or Exit the Page. This screenshot is the last of this section.***

- Sometimes you might discover that you have entered the wrong ***Scratch Card PIN (Personal Identification Number) or attempt to reuse a Scratch Card PIN (Personal Identification Number)*** to register another person, the application will flag up the error message as shown in ***Figure 5.7.***

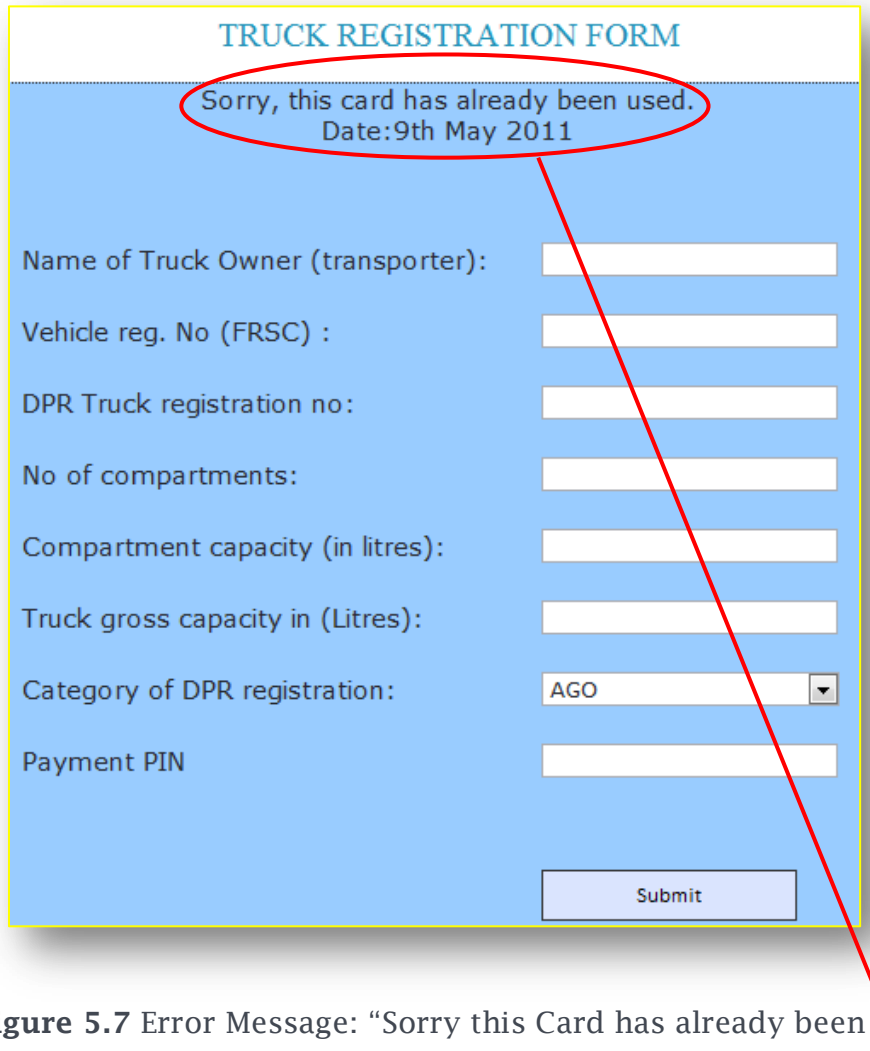

Figure 5.7 Error Message: "Sorry this Card has already been used" Date: 9th May 2011.

Tips: *The circle red and the directional arrow shows you error message flagged when a user try to re-use a Card PIN.*